



# Washington State Department of Early Learning

## **“Kids’ Potential, Our Purpose.”**

### **10.6.10 Child Care Orientation Tip Sheet**

**When is it effective?** October 15, 2010

**What does it mean to me?**

Staff must use and follow the DEL approved Child Care Orientation Curriculum.

Staff must review and be familiar with the learning objectives.

The curriculum will cover:

- Legal Aspects
- The Licensing Process
- Safety and Health Requirements
- Child Development Requirements
- Business Practices
- Child Care Subsidies
- Training Requirements: STARS
- Resources and Technical Assistance

**What is important to remember?**

- Orientations must be offered by each DEL office on a regular basis.
- Orientation dates must be posted at least six months in advance on the website and include information on how to start the registration process.
- Offices will maintain a waiting list.
- Orientation Log and Sign in Sheet will be used to track orientation attendees. Records will be kept on file for at least one year.
- Family Home child care applicants need to complete an orientation survey before registration can begin. Applicants will be notified of any disqualifying information.

**Resources associated with the policy:**

10.6.10 Child Care Orientation Policy  
10.6.10 Child Care Orientation Procedure  
Family Child Care Orientation Survey Letter  
Orientation Registration Form

**Training expectation:**

Supervisors are responsible for ensuring that all licensing staff have read, understand and follow all new policies as they are distributed.

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parents and  
partners, we offer  
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Use the Licensing  
Issues Application,  
located on the Insider  
Licensing page, to  
report any issues  
with current  
documents.